

PROCTOR FINAL PAPERWORK

Fire Officer I or II

Checklist to be submitted by Proctor with Final Paperwork

Please organize final paperwork as directed on the back of the FMD-102, Student Roster before submitting.

CHECK ITEMS	FINAL PAPERWORK	FO I & II COURSES	FO I & II EXAMS
	Student Activity Record	REQUIRED	<u>NA</u>
	Exam Answer Sheet	REQUIRED (1 per re-test test candidate)	REQUIRED (1 per test candidate)
	Notification of FO-I & II Examination Results	REQUIRED (1 per re-test test candidate)	REQUIRED (1 per re-test test candidate)
	FMD-102 Final Student Roster	REQUIRED (White copy)	REQUIRED (White copy)
	Course Evaluation	REQUIRED (1 per <u>student</u>)	<u>NA</u>
	FMD-250 Instructor Activity & Payment	REQUIRED	REQUIRED
	Instructor's Survey Form (Optional)	<u>OPTIONAL</u>	<u>NA</u>

Retention of Exam Booklets

Written Exam Booklets	<p>Proctor retains until Course Summary is received, then forwards booklets for those who failed to Lansing; others are destroyed.</p> <p>Unused exams should be retained. If the supply becomes too large, the Training Coordinator should dispose of them in a manner to insure test security (shred or burn).</p>	<p>Proctor retains until Course Summary is received, then forwards booklets for those who failed to Lansing; others are destroyed.</p> <p>Unused exams should be retained. If the supply becomes too large, the Training Coordinator should dispose of them in a manner to insure test security (shred or burn).</p>
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Proctor Signature: _____ Date: _____

This Form must be submitted WITH Final Paperwork